



## **Instructions for FBI Fingerprint Criminal Background Check**

To apply for an FBI Criminal History Check, you must register online and then submit fingerprints at an approved fingerprinting site.

Clearance results will be sent via U.S. mail to the address you use during the online registration process. This should occur within 3 weeks. When you receive the results, you must bring them to the Office of Human Resources so that we can make a copy. **Duquesne University does not receive fingerprint results – they are sent directly to you.**

*Applicants must complete the following steps:*

1. *Register online for fingerprinting.*
2. *Go to an approved fingerprinting site for print collection.*
3. *Pay for fingerprinting and obtain a receipt.*
4. *Submit receipt to HR for reimbursement.*
5. *Receive fingerprint results in mail and provide to HR.*

*Detailed Instructions Are Below.*

1. Go to <https://uenroll.identogo.com/>
2. For Service Code, Enter '1KG756' click 'Go'.

A screenshot of the Identogo registration page. The background is dark with a faint fingerprint pattern. At the top, the text 'Enter your Service Code to get started.' is displayed in white. Below this is a white input field with the placeholder text 'Enter Code' and a blue button with the text 'GO'. At the bottom, the text 'Don't know your Service Code? Contact your agency or click here.' is displayed in white.

3. Click 'Schedule or Manage Appointment'

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

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**Schedule or Manage Appointment**  
Schedule an in-person appointment or change an existing appointment.

**What do I need to bring to enrollment?**  
Find out which documents you need to bring to the enrollment center to facilitate processing.

**Locate an Enrollment Center**  
Locate and get directions to an enrollment center near you.

**Submit A Fingerprint Card by Mail**  
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Provide your legal name, date of birth, and method of contact. You must enter 'NMN' if you do not have a middle name. Click "Next" when complete.

**IdentoGO**

English ▼

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Essential Info > Citizenship > Personal Questions > Per

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

☒ Name / Method of Contact ☐ UE ID / Date of Birth

**Notes:**

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

**Legal Name**

\* First Name

\* Middle Name (or NMN if no middle name)

\* Last Name

Suffix

**Date of Birth**

\* Date of Birth

\* Confirm Date of Birth

**\* Method of Contact (at least one method is required)**

Email

Confirm Email

Country Code

Phone 1

Country Code

Phone 2

**\* Preferred Method of Contact**

✕ Cancel

Next >

**5. Provide employer information as shown below and click “Next” when complete.**

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

\* Required Fields

**Employer Information**

Employer Name

Country

Address Line 1

Address Line 2

City

State/Province

Postal Code

✕ Cancel

< Back

Next >

6. Provide citizenship information and click “Next” when complete.



English ▼

## 1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

Essential Info

Citizenship

Personal Questions

Personal Info

Ac

\* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

### Citizenship

\* Country of Birth

-- Choose One -- ▼

City of Birth

\* Country of Citizenship

-- Choose One -- ▼


✕ Cancel

◀ Back

Next ▶

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7. Provide answers to the questions listed. Duquesne **cannot** provide coupon codes at this time.



English ▼

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

Essential InfoCitizenshipPersonal QuestionsPersonal InfoAddressDoc

\* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

\* Have you ever used an alias?

☐ Yes☐ No

\* Is your mailing address the same as your residential address?

☐ Yes☐ No

\* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?  
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.


☐ Yes☐ No

✕ Cancel

< BackNext >

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8. Provide the requested information.



English ▼

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

CitizenshipPersonal QuestionsPersonal InfoAddressDocumentsLo

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

☒ US☐ Metric

\* Height

ft in

\* Weight

lbs

\* Hair Color

-- Choose One --

\* Eye Color

-- Choose One --

\* Preferred Language (Receipts & other communication)

English

\* Gender

-- Choose One --

\* Race

-- Choose One --

\* Ethnicity

-- Choose One --

✕ Cancel

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9. For Mailing Address, **make sure you enter the mailing address where you would like your results to be sent.** If your home or permanent address is different from your mailing address, you can provide this information in the additional field.

**IdentoGO**

English ▼

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Personal Questions > Personal Info > **Address** > Documents > Location > Date

\* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

**Mailing Address**

\* Country  
-- Choose One -- ▼

\* Address Line 1

Address Line 2

\* City

\* Postal Code

10. **Confirm** which photo ID document you will bring with you to the fingerprint appointment. **You must bring this document with you when you go to have your fingerprint collection.**

**IdentoGO**

English ▼

**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Personal Info > Address > **Documents** > Location > Date and Time

\* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

**Documents**

\* Document  
-- Choose One -- ▼

\* Does the name you are enrolling under match the name on all documents selected?  
☐ Yes ☐ No

\* Does the name you are enrolling under match the name on all documents selected?

☐ Yes

☐ No

**11. Choose the fingerprint site where you will have your fingerprints taken. You can identify the sites closest to Duquesne by searching for '15219'.**

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results:

5

15219

Use My Location

Search

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	322 N Shore Dr	1 appointments available	1.12 mi
▼ Pittsburgh, PA	1699 Washington Rd	0 appointments available	7.77 mi
<div><div><p>IdentoGO</p><p>1699 Washington Rd</p><p>Ste 102</p><p>Pittsburgh, PA 15228-1629</p></div><div><p>Hours:</p><p>Monday - Friday: 09:30 AM - 03:00 PM</p></div></div> <div>Next &gt;</div>			
> Pittsburgh, PA	8158 Perry Hwy	38 appointments available	8.13 mi
> Monroeville, PA	2700 Monroeville Blvd	0 appointments available	10.61 mi
> Cheswick, PA	801 Freeport Rd	100 appointments available	10.75 mi

12. Select a date and time for a specific appointment; click submit when done.



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**1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children**

Location

Date and Time

\* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Select Time

-- Choose One --

-- Choose One --

**Location Details:**

IdentoGO  
322 N Shore Dr  
Bldg 1B Ste 200  
Pittsburgh, PA 15212-5670

✕ Cancel

< Back

Submit >



13. The next page is the confirmation screen. This page will confirm your unique registration ID, the estimated amount due and the methods of payment accepted at the location of your choice. Please bring this information with you to your fingerprint appointment.

### Service Summary

Pennsylvania

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children

[Print Status](#)

Status as of 12/18/2017

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 12/18/2017





UE ID: UZSV-28BZR8

Service: 1KG756 - DHS-Employee >=14 Years Contact w/ Children

Estimated Amount Due: \$22.60

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



**Important!**

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.

Legal Name must match exactly on all identification documents brought to enrollment.

1. Driver's License issued by a State or outlying possession of the U.S.

1KG756 - Pennsylvania DHS-Employee >=14 Years Contact w/ Children Appointment Details:

Pittsburgh, PA

IdentoGO

322 N Shore Dr

Bldg 1B Ste 200 Pittsburgh, PA

15212-5870

[View Map](#)

Appointment Time:

01/09/2018 @ 2:00 PM

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#)

[Reschedule Appointment](#)

Done

14. Go to the location you selected for your appointment. When complete, you will be given a receipt. **This ORIGINAL RECEIPT must be provided to the Human Resources office for our records and so that we can provide reimbursement to you.**

15. You will receive the background check result in the mail. It will appear similar to the image below. When you receive the result, **you must bring the original document to Human Resources so that we can make a copy for your records.**

Revised November 2019



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

SSN: [REDACTED]  
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 01/09/2018.

- ☒ **NO RECORD EXISTS**
- ☐ **RECORD EXISTS**, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- ☐ **RECORD EXISTS**, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.
- ☐ **DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from five years following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Christina Phillips, Bureau Director  
Bureau of Policy, Programs and Operations

**Questions? Contact 412-396-2255**